

The City of Hillsboro is accepting resumes for an Urban Design Intern position within the Planning Department. Under the supervision of Development Services Division staff, this position is responsible for assisting with a variety of design and support tasks. The Urban Design Internship is a temporary, part-time, 20 +/- hour per week internship. Hours will be scheduled Monday through Friday.

Compensation is up to \$17.91/hour. Applications will be accepted until November 23, 2018 at 5:00pm.

Internship Process & Timeline:

November – December: Application, Interview, and Selection Process

December 2018 – September 2019: Internship

General Description of Duties:

- Assist with research for urban design policy related projects.
- Have ability to assist with production of informational material including design brochures/booklets, map work and graphics creation.
- Perform a variety of entry level administrative functions in support of assigned programs which could include customer service elements, writing of reports, and generation of maps and graphics.
- Complete other tasks as assigned per the Urban Design Intern supervisor.

The ideal candidate is:

- Possess strong listening and communication skills.
- Be able to communicate positively and professionally.
- Be able to carry out tasks independently.
- Be flexible in taking on a range of assignments and interested in learning new things.
- Have an interest in land use planning, architecture and/or design.
- Have basic computer skills and be familiar with Microsoft Office programs. Proficiency in graphic programs such as SketchUp, AutoCad, Photoshop, and Adobe Suite is a requirement.

Requirements:

- Must be in a graduate level academic program focused on design through Spring 2019.
- Must complete and pass criminal background check.
- Must be at least 16 years of age and be able to commit to the entire internship.
- Must complete and pass criminal background check.
- Must be able to speak, read, and write English.

How to Apply: Submit letter of interest and resume by November 23, 2018 at 5:00pm via email or in person. Contact information to submit an application is listed below. Partial applications will not be considered.

Email: jessica.stark@hillsboro-oregon.gov (Urban Design Internship in subject line)

In person: City of Hillsboro Human Resources Department

Attn: Jessica Stark

150 E Main St. – 2nd floor Hillsboro, OR 97123

Questions? : Jessica Stark, City of Hillsboro Human Resources Department at
jessica.stark@hillsboro-oregon.gov
or at 503-681-6222

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, religion, color, sex, sexual orientation, gender identity, marital status, familial status, domestic partnership, national origin, political affiliation, age, genetic information, mental or physical disability, credit history or source of income. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department.